



INSTRUCTIONS FOR COMPLETING COMMERCIAL FISH BUSINESS LICENSE(S) WORKSHEET

Contact one of the Department of Fish and Game (Department) offices listed below if you need additional information regarding commercial fish business licensing.

A company with more than one main place of business is required to be licensed only once. Each plant, outlet, receiving station or place of business is required to have a readable copy of the license displayed for inspection purposes. If you operate more than one plant you are required to complete a Declaration of Additional Commercial Fish Business Plant Locations.

INSTRUCTIONS

1. Read the preprinted information and add any missing information. Circle any incorrect information and print the correct information beside it.
2. Print the street address of the main plant.
3. If you operate more than one plant you are required to complete a Declaration of Additional Commercial Fish Business Plant Locations, (Form FG317A) and return it with this worksheet.
4. If applying as a business with more than two owners, complete the Declaration of Additional Owners, Partners, or Officers (Form FG317e).
5. Sign and date the worksheet.
6. Mail ALL COPIES of this worksheet and any attachments with a cashier's check, money order or personal check* or credit card authorization form** with the appropriate fee to any Department office. DO NOT SEND CASH.

IMPORTANT! Please allow 15 business days to process all worksheets.

IDENTIFICATION REQUIREMENT

Section 700.4(c) of Title 14 of the California Code of Regulations states any applicant applying for any license, tag, permit, reservation or other entitlement issued via the ALDS shall provide valid identification. Acceptable forms of identification include:

- Valid Driver's license or state issued I.D. Card
- US Certificate or Report of Birth Abroad
- Birth Certificate or passport issued from a US Territory
- US Military Identification Cards (Active or reserve duty, dependent, retired member, discharged from service, medical/religious personnel)
- US Birth Certificate
- Tribal Identification Card
- US Passport
- Certificate of Naturalization or Citizenship
- License document or GO ID # previously issued via ALDS
- Foreign Government issued photo I.D.

At all times when engaged in any activity for which a commercial fishing license is required, the licensee shall have in his or her possession, or immediately available to the licensee, a valid driver's license or identification card issued to him or her by the Department of Motor Vehicles or by the entity issuing driver's licenses from the licensee's state of domicile. A current passport may be used in lieu of a valid driver's license or identification card by a holder of a valid nonresident commercial fishing license issued pursuant to FGC Section 7852(b). The licensee's driver's license, identification card or, if applicable, passport, shall be exhibited upon demand to any person authorized by the Department to enforce this code or regulations. (FGC Section 7852.27)

(Reverse) Payment policy and credit card information.

Indicate type of payment: ☐ Check* ☐ Money Order* ☐ Visa ☐ Mastercard

Total amount enclosed or authorized to charge \$_____ *Make checks or money orders payable to Department of Fish and Game.

I agree to pay the total amount according to the card issuer agreement.

Enter Credit Card # | | | | | | | | | | | | | | | |

Expiration Date | | | | / | | | | CVC Number (On back of credit card) | | | |

PRINT NAME _____ SIGNATURE _____ DATE _____
Print name as it appears on credit card

SUBMIT WORKSHEET AND PAYMENT TO:

Department of Fish and Game, 1740 N. Market Blvd., Sacramento, CA 95834

NOTICE

Under Fish and Game Code (FGC) §8030-8050, Title 14 of California Code of Regulations §135, 142, 188, and 231, the Department is authorized to collect information from commercial fish business applicants to maintain a record of licensure. **All information requested on this worksheet is mandatory unless otherwise indicated.** Other personal information submitted on this worksheet may be released for law enforcement purposes, pursuant to a court order, or for official natural resources management purposes. An applicant may obtain a copy of his/her licenses maintained by the Department by contacting the custodian of records at the Department's, License and Revenue Branch, 1740 N. Market Blvd., Sacramento, CA 95834, (916) 928-5822 or email LRB@dfg.ca.gov. All requests for copies of license records must be submitted in writing and include the requester's name, address and telephone number.

FGC Section 8032.5(h) states licensees who are subject to landing taxes as defined in Section 8041, and who has failed to pay all landing taxes and penalties pursuant to Section 8053, shall not be allowed to renew their commercial fish business license, permit, or entitlement until payment is made in full to the Department.

FGC Section 8032.5(i) states licensees who are subject to landing taxes as defined in Section 8041, who fails to submit landing receipts pursuant to Section 8046, may be subject to suspension or revocation of their commercial fish business license, permit, or entitlement.

Commercial fish business license's are not transferable, pursuant to FGC Section 8032.5(d).

DEPARTMENT OF FISH AND GAME OFFICES

www.dfg.ca.gov

EUREKA - 619 Second Street, Eureka, CA 95501 (707) 445-6493

FRESNO - 1234 East Shaw Avenue, Fresno, CA 93710 (559) 222-3761

LOS ALAMITOS - 4665 Lampson Avenue, Suite C, Los Alamitos, CA 90720 (562) 342-7100

MONTEREY - 20 Lower Ragsdale Drive, Suite 100, Monterey, CA 93940 (831) 649-2870

NAPA - 7329 Silverado Trail, Napa, CA 94558 (707) 944-5500

REDDING - 601 Locust Street, Redding, CA 96001 (530) 225-2300

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| <p>SACRAMENTO - LICENSE AND REVENUE BRANCH - 1740 N. Market Blvd., Sacramento, CA 95834 (916) 928-5822 The License and Revenue Branch in Sacramento only issues commercial fishing items by mail.</p> |
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SAN DIEGO - 3883 Ruffin Road, San Diego, CA 92123 (858) 467-4201

PAYMENT POLICY

***Personal Checks** will be accepted by the Department if name and address are imprinted on the check. Checks returned to the Department due to insufficient funds will render your license or permit invalid. The Department may also deny the issuance or renewal of any commercial license or permit if a person has failed to reimburse the Department for the amount due plus an additional processing fee of \$30 (FGC §7852.25). Any commercial activity performed without a valid license or permit is a violation of the FGC and therefore subject to enforcement action.

****Credit Cards**—Licenses, permits, tags, stamps, or registrations may be purchased with a Visa or MasterCard.